



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

EMPLOYEE IDENTIFICATION

Effective Date: June 1, 2004

Policy #: HR-23

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- I. PURPOSE:** To specify requirements for employee identification through the use of identification badges.
- II. POLICY:** All employees will be issued and must wear identification badges clearly indicating first and last name and their job title (position). Identification badges must be worn in a manner that allows this information to be conspicuous to others. Employees forgetting or misplacing their identification badge will be given a temporary identification badge to wear that also clearly indicates their first and last name and their job title.

III. DEFINITIONS:

Identification Badge – A state issued card containing identification information to be worn in a manner that clearly indicates the employee's name, job title, and other pertinent information to others.

IV. RESPONSIBILITIES:

Director, Information Resources – To develop a process for issuing identification badges to all employees.

Supervisors – To ensure all employees wear identification badges while on duty and to arrange for temporary identification badges in the event that an employee forgets or loses their badge.

V. PROCEDURE:

A. The Health Information Department will issue identification badges to all new employees.

B. Identification badges will include the following information:

1. Employee Picture
2. Employee First and Last Name (minimum of 18 pt. Font)
3. Employee Credentials, if applicable (.e.g., M.D., Ph.D., R.N.)
4. Position Title
5. Employee Payroll Number
6. Employee State Employment Start Date
7. State Seal and Facility Name

C. Badges will be updated to reflect current information such as name or position changes.

D. Badges may be reissued once annually. If needed more frequently due to loss, the employee will be charged a \$2.00 fee. There is no fee for issuing an identification badge when an employee's name or job title changes.

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- E. Badges must be clipped to clothing in the front of the person, at least six inches above the waist or worn on a lanyard. Every effort should be made to ensure identification information is clearly visible to others. Badges may not be worn on belts, sleeves, pockets, footwear, etc. Badges must not be deliberately worn in a manner that prevents a person's name or job title from being visible.
- F. Supervisors will make arrangements for employees who forget or misplace their identification badge, to wear a temporary badge that includes their first and last name and their job title. This may be worn for up to three days, by which time the employee either needs to wear the identification badge that was issued to them or obtain a replacement badge from the Health Information Department.
- G. Upon termination, the I.D. badge is to be returned to the Personnel Office.
- H. Identification Badges may be used as state identification when requesting lodging while traveling on state business. State employee travel policies apply.

VI. REFERENCES: None

VII. COLLABORATED WITH:

- A. Hospital Administrator
- B. Director, Information Resources
- C. Director, Human Resources
- D. Director of Nursing
- E. Director of Quality Improvement
- F. Maintenance Supervisor
- G. Medical Director
- H. Director of Business and Support Services
- I. Administrative Officer
- J. AMDD Administrator
- K. Local #5070 – Employee Bargaining Unit

VIII. RESCISSIONS: None

IX. DISTRIBUTION: All hospital policy manuals

X. REVIEW AND REISSUE DATE: June 2007

XI. FOLLOW-UP RESPONSIBILITY: Director, Human Resources

XII. ATTACHMENTS: None

_____/____/____
Ed Amberg
Hospital Administrator

Date